
**CITY OF DETROIT
CABLE COMMUNICATIONS COMMISSION**

VIDEO DUPLICATION REQUEST POLICIES

GENERAL POLICIES

The Detroit Cable Communications Commission ("Cable Commission") processes requests for programming or footage duplications ("dubs") that were shot by the Cable Commission in the following formats: VHS, DVD, Beta SP, and DVCam. The specific dub format must be stated at the time of the request.

The Cable Commission typically receives dub requests via telephone or email. However, dub requests from commercial/business entities wishing to manipulate or alter the footage must be in writing on company letterhead, addressed to the Production Supervisor and include information on how the footage will be used. A Licensing Agreement form will be submitted to commercial/business customer for signature and notarizing. Please call **(313) 224-4940** or email your request to **DC3@cable.ci.detroit.mi.us**.

Completed requests may be mailed to the customers or picked up from the Cable Commission. Customers picking up dubs must do so within five (5) business days of notification from the Cable Commission. If customers fail to pick up the dub within the noted timeframe, the request is cancelled; a new request must be made.

Full payment for dub requests must be paid in advance of the request being filled.

DUPLICATION FEES	
(All formats including VHS, Beta, DVCam and DVD. Please indicate the preferred format).	
City of Detroit Employees, Agencies, Commissions and Departments, and Non-City Government Entities	\$25.00 per copy
Students	\$15.00 per copy
Senior Citizens	\$15.00 per copy
Commercial/Business Entities	\$100 flat rate for duplication and licensing.

Payment may be made via cash or money order, personal or business check made payable to the Detroit Cable Communications Commission.

NOTE: The Cable Commission reserves the right to modify these policies.

*Your Government. Your Neighborhood. Your Access Channels 10 and 22!
We focus on Detroit!*

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City of Detroit Cable Communications Commission
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(313) 224-2100 • (313) 224-2411 or (313) 628-2699 FAX